

CCO Form: TP3
Approved: 4/95 (MGB)
Revised: 4/00 (BDG)
Modified:

CFDA Number: CFDA #20.205
CFDA Title: Highway Planning and Construction
Award name/number: BRO/STP/CMAQ- (proj. no.)
Award Year: (year monies funded)
Federal Agency: Federal Highway Administration, Department of Transportation

**MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION
TRANSPORTATION ENHANCEMENT FUNDS
PROGRAM AGREEMENT**

THIS AGREEMENT is entered into by the Missouri Highways and Transportation Commission (hereinafter, "Commission") and [if city, use: the City of _____, a municipal corporation in the State of Missouri (hereinafter, "City")] or [if a county, use: the County of _____ (hereinafter, "County") or Department of Natural Resources (hereinafter, "DNR")].

WITNESSETH:

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations in this Agreement, the parties agree as follows:

(1) PURPOSE: The United States Congress has authorized, in 23 U.S.C. §101, §104 and §133, funds to be used for transportation enhancement activities. The purpose of this Agreement is to grant the use of such transportation enhancement funds to the [City or County or DNR].

(2) LOCATION: The transportation enhancement funds which are the subject of this Agreement are for the project at the following location:

[describe the project and location]

The general location of the project is shown on attachment marked "Exhibit A" and incorporated herein by reference.

(3) INDEMNIFICATION: The _____ shall be responsible for injury or damages as a result of any services and/or goods rendered under the terms and conditions of this Agreement. In addition to the liability imposed upon the _____ on the account of personal injury, bodily injury, including death, or property damage, suffered as a result of the _____ performance under this Agreement, the _____ assumes the obligation to save harmless the Commission, including its agents, employees and assigns, and to indemnify the Commission, including its agents,

employees and assigns, from every expense, liability or payment arising out of such wrongful or negligent act or omission, including legal fees. The _____ also agrees to hold harmless the Commission, including its agents, employees and assigns, from any wrongful or negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the _____ for any purpose under this Agreement, and to indemnify the Commission, including its agents, employees and assigns, from every expense, liability or payment arising out of such wrongful or negligent act or omission. It is the intent of the parties that the Commission assume no liability for the completion of the contemplated improvements.

(4) AMENDMENTS: Any change in this Agreement, whether by modification or supplementation, must be accomplished by a formal contract amendment signed and approved by the duly authorized representatives of the _____ and the Commission.

(5) COMMISSION REPRESENTATIVE: The Commission's _____ is designated as the Commission's representative for the purpose of administering the provisions of this Agreement. The Commission's representative may designate by written notice other persons having the authority to act on behalf of the Commission in furtherance of the performance of this Agreement.

(6) NONDISCRIMINATION ASSURANCE: With regard to work under this Agreement, the _____ agrees as follows:

(A) Civil Rights Statutes: The _____ shall comply with all state and federal statutes relating to nondiscrimination, including but not limited to Title VI and Title VII of the Civil Rights Act of 1964, as amended (42 U.S.C. §2000d and §2000e, *et seq.*), as well as any applicable titles of the "Americans with Disabilities Act" (42 U.S.C. §12101, *et seq.*). In addition, if the _____ is providing services or operating programs on behalf of the Department or the Commission, it shall comply with all applicable provisions of Title II of the "Americans with Disabilities Act".

(B) Executive Order: The _____ shall comply with all the provisions of Executive Order No. 94-03, issued by the Honorable Mel Carnahan, Governor of Missouri, on the fourteenth (14th) day of January 1994, which executive order is incorporated herein by reference and is made a part of this Agreement. This Executive Order, which promulgates a Code of Fair Practices in regard to nondiscrimination, is incorporated herein by reference and made a part of this Agreement. This Executive Order prohibits discriminatory practices by the state, the _____ or its subcontractors based on race, color, religion, national origin, sex, age, disability or veteran status.

(C) Administrative Rules: The _____ shall comply with the administrative rules of the United States Department of Transportation relative to nondiscrimination in federally-assisted programs of the United States Department of Transportation (49 C.F.R. Part 21) which are herein incorporated by reference and made part of this Agreement.

(D) Nondiscrimination: The _____ shall not discriminate on grounds of the race, color, religion, creed, sex, disability, national origin, age or ancestry of any individual in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The _____ shall not participate either directly or indirectly in the discrimination prohibited by 49 C.F.R. §21.5, including employment practices.

(E) Solicitations for Subcontracts, Including Procurements of Material and Equipment: These assurances concerning nondiscrimination also apply to subcontractors and suppliers of the _____. These apply to all solicitations either by competitive bidding or negotiation made by the _____ for work to be performed under a subcontract including procurement of materials or equipment. Each potential subcontractor or supplier shall be notified by the _____ of the requirements of this Agreement relative to nondiscrimination on grounds of the race, color, religion, creed, sex, disability or national origin, age or ancestry of any individual.

(F) Information and Reports: The _____ shall provide all information and reports required by this Agreement, or orders and instructions issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Commission or the United States Department of Transportation to be necessary to ascertain compliance with other contracts, orders and instructions. Where any information required of the _____ is in the exclusive possession of another who fails or refuses to furnish this information, the _____ shall so certify to the Commission or the United States Department of Transportation as appropriate and shall set forth what efforts it has made to obtain the information.

(G) Sanctions for Noncompliance: In the event the _____ fails to comply with the nondiscrimination provisions of this Agreement, the Commission shall impose such contract sanctions as it or the United States Department of Transportation may determine to be appropriate, including but not limited to:

1. Withholding of payments under this Agreement until the _____ complies; and/or
2. Cancellation, termination or suspension of this Agreement, in whole or in part, or both.

(H) Incorporation of Provisions: The _____ shall include the provisions of paragraph (6) of this Agreement in every subcontract, including procurements of materials and leases of equipment, unless exempted by the statutes, executive order, administrative rules or instructions issued by the Commission or the United States Department of Transportation. The _____ will take such action with respect to any subcontract or procurement as the Commission or the United States Department of Transportation may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided that in the event the _____ becomes

involved or is threatened with litigation with a subcontractor or supplier as a result of such direction, the _____ may request the United States to enter into such litigation to protect the interests of the United States.

(7) ASSIGNMENT: The _____ shall not assign, transfer or delegate any interest in this Agreement without the prior written consent of the Commission.

(8) LAW OF MISSOURI TO GOVERN: This Agreement shall be construed according to the laws of the State of Missouri. The _____ shall comply with all local, state and federal laws and regulations relating to the performance of this Agreement.

(9) CANCELLATION: The Commission may cancel this Agreement at any time for a material breach of contractual obligations by providing the _____ with written notice of cancellation. Should the Commission exercise its right to cancel this Agreement for such reasons, cancellation will become effective upon the date specified in the notice of cancellation sent to the _____.

(10) ACCESS TO RECORDS: The _____ and its contractors must maintain all records relating to this Agreement, including but not limited to invoices, payrolls, etc. These records must be available at no charge to the FHWA and the Commission and/or their designees or representatives during the period of this Agreement and any extension, and for a period of three (3) years after the date on which the _____ receives reimbursement of their final invoice from the Commission.

(11) ACQUISITION OF RIGHT OF WAY: [Choose the option which applies to this project.]

Option (A): [No acquisition of additional right of way is anticipated in connection with Project _____ or contemplated by this Agreement.]

Option (B): [With respect to the acquisition of right of way necessary for the completion of the project, _____ shall acquire any additional necessary right of way required for this project and in doing so agrees that it will comply with all applicable federal laws, rules and regulations, including 42 U.S.C. §4601-§4655 (Public L. 91-646, 84 Stat. 1894, the Uniform Relocation Assistance and Real Property Acquisition Act of 1970), and any amendments or regulations promulgated pursuant. However, upon written request by the County/City and written acceptance by the Commission, the Commission shall acquire right of way for the County/City. Upon approval of all agreements, plans and specifications by the Commission and the FHWA, the Commission will file copies of said plans in the office of the County Clerk of Missouri, and proceed to acquire by negotiation and purchase or by condemnation any necessary right of way required for the construction of the improvement contemplated herein. All right of way acquired by negotiation and purchase will be acquired in the name of _____, and the County/City will pay to the grantors thereof the agreed upon purchase prices. All right of way acquired through condemnation proceedings will be

acquired in the name of the State of Missouri and subsequently released to the County/City. The County/City shall pay into court all awards and final judgments in favor of any such condemnees. The County/City shall also reimburse the Commission for any expense incurred by the Commission in acquiring said right of way, including but not limited to the costs of surveying, appraisal, negotiation, condemnation, and relocation assistance benefits. Unless otherwise agreed to in writing, the Commission shall have the final decision regarding the settlement amount in condemnation.]

(12) MAINTENANCE OF DEVELOPMENT: The _____ shall maintain the herein contemplated improvements without any cost or expense to the Commission. All maintenance by the _____ shall be done for the safety of the general public and the esthetics of the area. If the _____ fails to maintain the herein contemplated improvements, the Commission or its representatives, at the Commission's sole discretion shall notify the _____ in writing of the _____ failure to maintain the improvement. If the _____ continues to fail in maintaining the improvement, the Commission may remove the herein contemplated improvement whether or not the improvement is located on the Commission's right of way. Any removal by the Commission shall be at the sole cost and expense of the _____. Maintenance includes but is not limited to mowing and trimming between shrubs and other plantings that are part of the improvement.

(13) PLANS: The _____ shall prepare preliminary and final plans and specifications for the herein improvements. The plans and specifications shall be submitted to the Commission for the Commission's review and approval. The Commission has the discretion to require changes to any plans and specification prior to any approval by the Commission.

(14) REIMBURSEMENT: With regard to work under this Agreement, the _____ agrees as follows:

(A) Any federal funds for transportation enhancement activities shall only be available for reimbursement of eligible costs which have been incurred by _____. Any costs incurred by _____ prior to authorization from FHWA and notification to proceed from the Commission are **not** reimbursable costs. The ratio for federal reimbursement of eligible costs for the herein improvements is _____ % up to a maximum of \$_____. Any costs for the herein improvements which exceed any federal reimbursement or are not eligible for federal reimbursement shall be the sole responsibility of _____. The Commission shall not be responsible for any costs associated with the herein improvement unless specifically identified in this Agreement or subsequent written amendments. The Commission shall not provide more than _____ dollars (\$_____) for this Transportation Enhancement project.

(B) The authority to advertise for bids shall be granted by the Commission when all right-of-way clearances, environmental clearances, and the approval of the Plans, Specification, and Estimate have been completed.

(C) In the event that the _____ does not submit the Plans, Specification, and Estimate for this project by _____, and does not have construction authorization (authority to advertise for bids) by _____, the _____ agrees to reimburse the Commission for any monies previously reimbursed to the _____ under this Agreement. All monies previously programmed for this project shall be surrendered by _____ at this time.

(15) PROGRESS PAYMENTS: The _____ may request that progress payments be made during the construction of the herein improvements. The _____ shall submit to the Commission any invoice for progress payments no less than on a monthly basis. The _____ shall repay any progress payments which involve ineligible costs.

(16) PERMITS: The _____ shall secure any necessary approvals or permits from any federal or state agency as required for the completion of the herein improvements. If this improvement is on the right of way of the Commission, the _____ must secure a permit from the Commission prior to the start of any work on the right of way. The permits which may be required include, but are not limited to, environmental, architectural, historical or cultural requirements of federal or state law or regulation.

(17) INSPECTION OF IMPROVEMENTS AND RECORDS: The _____ shall assure that representatives of the Commission and FHWA shall have the privilege of inspecting and reviewing the work being done by the _____'s contractor and subcontractor on the herein project. The _____ shall also assure that its contractor, and all subcontractors, if any, maintain all books, documents, papers and other evidence pertaining to costs incurred in connection with the Transportation Enhancement Program Agreement, and make such materials available at such contractor's office at all reasonable times at no charge during this Agreement period, and for three (3) years from the date of final payment under this Agreement, for inspection by the Commission, FHWA or any authorized representatives of the Federal Government and the State of Missouri, and copies shall be furnished, upon request, to authorized representatives of the Commission, State, FHWA, or other Federal agencies.

(18) CREDIT FOR DONATIONS OF FUNDS, MATERIALS, OR SERVICES: A person may offer to donate funds, materials or services in connection with this project. Any donated funds, or the fair market value of any donated materials or services that are accepted and incorporated into this project shall be credited according to 23 U.S.C. §323.

(19) DISADVANTAGED BUSINESS ENTERPRISES: The Commission will advise the _____ of any required goals for participation by disadvantaged business

enterprises to be included in the _____ proposal for the work to be performed. The _____ shall submit for Commission approval a disadvantaged business enterprise goal or plan. The _____ shall comply with the plan or goal that is approved by the Commission and all requirements of 49 C.F.R. Part 26, as amended.

(20) NOTICE TO BIDDERS: The _____ shall notify the prospective bidders that disadvantaged business enterprises shall be afforded full and affirmative opportunity to submit bids in response to the invitation and will not be discriminated against on grounds of race, color, sex, or national origin in consideration for an award.

(21) FINAL AUDIT: The Commission will perform a final audit of project costs. The United States Government shall reimburse the _____, through the Commission, any monies due. The _____ shall refund any overpayments as determined by the final audit.

(22) OMB AUDIT: If the _____ expend(s) five hundred thousand (\$500,000) or more in a year in federal finance assistance it is required to have an independent annual audit conducted in accordance with OMB Circular A-133. A copy of the audit report shall be submitted to the Missouri Department of Transportation (MoDOT) within thirty (30) days of the issuance of the report. Subject to the requirements of OMB Circular A-133, if the _____ expend(s) less than five hundred thousands dollars (\$500,000) a year, the _____ may be exempt from auditing requirements for that year but records must be available for review or audit by applicable state and federal authorities.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the date last written below.

Executed by the _____ this ____ day of _____, 20__.

Executed by the Commission this ____ day of _____, 20__.

MISSOURI HIGHWAYS AND
TRANSPORTATION COMMISSION

By _____

Title _____

Title _____

Secretary to the Commission

By _____

Title _____

Approved as to Form:

Approved as to Form:

Commission Counsel

Title _____

Ordinance No _____

j:\contract\tp\tp3